

MANAGEMENT AGENT LETTERHEAD

EXTENSION REQUEST

To: Inspection Contractor (if request is <= 6 months after inspection date); or
Asset Mgr (requests > 6 months after inspection date & MSHDA Financed)
Denise Patrick (requests > 6 months after inspection date and LIHTC with no MSHDA funding)

From: Management Agent Name
Management Agent Company

Date:

Development Name: MSHDA #

Inspection Date:

This is a request for an extension of the deadline to correct the following deficiency item(s) that were noted during the physical inspection conducted at the above mentioned property on the date noted above.

Item	Specific Location of Deficiency (Unit/Common Area/ Building Address/ Grounds/System)	Level (EH&S, H/S, L3, L2, L1, or "M" for MSHDA)	Description of Deficiency (must be the same as noted in inspection report)	Required Completion Due Date (original)	Requested Extension Date (Date each deficiency will be corrected)	Reason for the Request
1						
2						
3						
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6						

(attach additional pages, if necessary)

When all corrective actions have been completed, I will submit a final Owner's Certification and Attachment A to MSHDA Compliance and to the contractor to certify that all physical inspection deficiencies have been corrected.

Signed by: _____

Title: _____

cc: MSHDA Compliance - Denise Patrick (all requests except those addressed to her)
Inspection Contractor (if applicable – i.e. requests > 6 months)
Asset Manager (if applicable – i.e. MSHDA financed development requests < 6 months)